

## **Application to Establish** or Dissolve a Fund

Agency	Date				
Address					
Official Name of Fund					
☐ Fund Creation ☐ Fund Dissolution					
	Type of Fu	nd			
☐ Legislatively Created ☐ State Trust F	Fund D	Federal Trust Fund	☐ Locally Held Trust Fund		
☐ Temporary Locally Held Trust Fund or Bank D	Deposit E	Petty Cash Fund	☐ Change Fund		
Statute:					
Questions Applicable to All Funds					
1. Purpose of Fund:					
2. Sources of Receipts:					
3. Purposes of Disbursements:					
4. Length of Time Fund Required:					
5. Requested Effective Date:					
<ul><li>Questions Applicable to Locally Held, Pe</li><li>6. Who is Accountable for Fund:</li><li>7. Are Persons Handling Moneys Bonded:</li></ul>					
8. Location of Fund:					
9. If Petty Cash Fund: Amount of Petty Cash					
Social Security Number	er of Custodian:				
Questions Applicable to All Fund Dissolu	ution				
10. Current Fund Balance:					
11. Disposition of Remaining Balance:					
Signature of Agency Head	Date		Telephone Number		
FU	IND AUTHORI	ZATION			
☐ Approval Granted ☐ Approval Denied	Fund Numbe	r:			
	Fund Name	::			
COMPTROLLER	DATE				



## **Survey Of The Need For A Petty Cash Fund**

Part A: Internal Control Over Petty Cash Fund. (Please attach internal operating procedures to this application.)

**Instructions:** Please check the appropriate column for each of the following questions.

		Yes	No	Not Applicable
1.	Will one person be responsible for the Petty Cash fund?			
2.	Will daily cash receipts be commingled with the Petty Cash Fund?			
3.	Will the petty cash be maintained in whole or in part in a bank account?			
	3a. Will the bank be notified in writing not to accept checks payable to the agency?			
	3b. Will cash be deposited in the bank account?			
4.	Will checks for reimbursement of petty cash be made from the Fund?			
5.	Will single payments of \$50.00 or more be made from the Fund?			
6.	Will approval by someone other than the custodian be required for reimbursement?			
7.	Will supporting data for disbursement from petty cash be required and adequately examined for reimbursement?			
8.	When petty cash is reimbursed will notation of payments be made on the supporting document to prevent duplicate payment?			
9.	Will employee paychecks and personal checks be cashed out of petty cash? Will advances be made to employees?			
10.	Will a reconciliation of the petty cash be made on a regular basis by someone independent of the custodian?			
11.	Will the petty cash be audited by internal auditors or other independent persons?			

Part B: Dollar Level Determination of Fund	
Total Number of Transactions during year less than \$50	·
Total Dollar Amount of Transactions during the year less than \$50	·
Total Dollar Amount of Transactions divided by six =	Amount of Fund Needed.